

CLE Seminars

Record Retention Plan

Updated 10-20-06

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Seminar record	CLE seminars course materials	Five years or until seminar is removed from CLE seminars inventory	CLE Seminars Customer Service Specialist	Hard copy	CLE Service Desk and On-site
Seminar record	CLE seminars course materials in PDF format, as required by printer	Five years and then transferred to CD	CLE Seminars Production Specialist	Electronic	Office
Seminar record	Seminar and event planning files (contracts, speaker information, section correspondence, schedules, etc.)	Five years or until the next production of the event	CLE Seminars Manager and CLE Seminars Event Coordinator	Hard copy	Office and on-site
Seminar record	Marketing materials (brochures, flyers, calendars, advertisements, etc.)	Five years or until the next production of the event	CLE Seminars Marketing Specialist	Electronic and Hard copy	Office
Seminar record	Seminar	Five years	CLE Seminars	Hard copy	Office and on-site

Type of Record	Description	Retention Period	Person Responsible	Format	Location
	registration lists		Event Coordinator		
Seminar product	CLE seminars on audio and video formats	Products: five years or until seminar is removed from CLE inventory Masters: seven years	CLE Seminars Customer Service Specialist	Audio cassette, audio CD, VHS, and DVD	CLE Service Desk and on-site